

2120 - OFFICE ASSOCIATE V

NATURE OF WORK

This is responsible administrative and/or secretarial work involving varied and occasionally complex work methods and problems.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Performs a variety of responsible administrative, clerical and/or stenographic duties relative to the needs of the department head or official to whom she/he may be assigned.

Interprets departmental policies and procedures for employees and the public.

Assists in the development of office procedures.

May act as agenda secretary to assist in the production of agenda packages.

May act as secretary to one or more boards, committees or Commissioners, producing minutes, reports, or correspondence.

May act as secretary to a Department Head or other City official, producing correspondence, reports, minutes, and replies to various requests; maintaining schedules of meetings; making travel arrangements and reservations; and screening calls to determine appropriate person to respond to caller.

Develops, organizes, and conducts specialized research and other programs as designated by supervisor.

Reviews preparation of or prepares payroll data, supply requisitions, usage reports, D.P.'s, etc.

Maintains confidential, personnel, and related files.

Supervises and trains subordinate clerical personnel.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the use of modern office equipment, including, but not limited to: correcting typewriters, card and disc word processors, copiers, telephone communications equipment, dictation transcription equipment.

Considerable knowledge of Business English, Spelling and Business Arithmetic.

Considerable knowledge of office procedures, practices, processes, systems.

Knowledge of City government, organization and operations.

Considerable skill in taking and transcribing dictation.

Considerable skill in the operation of keyboard office equipment.

Ability to make decisions in accordance with laws, ordinances and regulations, and to apply departmental policy in routine work procedures.

Ability to maintain complex records and to prepare reports from such records.

Ability to make arithmetic calculations, to maintain office files and records, and to operate office calculators.

Ability to understand and follow written and verbal instructions.

Ability to establish and maintain effective working relationships with other employees, City officials, and the

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general public.

Ability to communicate effectively, both verbally and in writing, using excellent English.

MINIMUM REQUIREMENTS

Bachelor's degree in Public/Business Administration or a related field and one (1) year full-time responsible administrative support experience including the maintenance of a detailed filing system and the use of personal computers. Additional related experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Specific assignments are received from an administrative superior. Work is performed with some supervision, allowing some latitude for use of independent judgement in the selection of work methods and procedures. Work is reviewed for compliance with departmental objectives and standards.

SUPERVISION EXERCISED

Supervision may be exercised over subordinate technical, administrative, or clerical personnel.

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